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BODLEIAN LIBRARY

OXFORD

RULES
OR THE CATALOGUING OF
PRINTED BOOKS
PUBLISHED BEFORE 1920

Reprinted September, 1922

Bodleian Cataloguing Rules

THESE rules now apply only to books published before 1920.

When it was decided to begin a new catalogue with printed entries, a revision of the existing cataloguing rules became necessary. The revised rules have now been printed, and may be obtained from the Library price 1s.

October 30, 1923.



CATALOGUING RULES

LIBRARY
SCHOOL

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'Cataloging is an art, not a science. No rules can take the place of experience and good judgment, but some of the results of experience may be best indicated by rules.'

C. A. CUTLER.

1. Headings and cross-references

Personal

Books are to be entered under

1. The names of authors, compilers, editors (but see rule 4), commentators, translators, preface-writers^o and illustrators^o—when certainly known—followed, in round brackets, by any surnames and necessary prefixes. All prefixed titles, in what-

ever language, must begin with a small letter (e.g. sir, rev., freiherr) and must be preserved in their vernacular form (e.g. 'comte' *not* 'count', 'markgraf' *not* 'margrave'). Beyond the round brackets will also follow the suffixes (such as M.A., F.R.S., S.J., baronet, &c.), and any descriptions needed to distinguish the person from others of the same name. After two full title entries cross-references should be used.

2. The initials^{*} or pseudonym of the writer, where the proper name is not known. Otherwise there is to be a cross reference from the initials or pseudonym to the proper name.

Pseudonyms of authors and fictitious names which are ordinary (not merely fanciful) imitations of personal names are to be treated as personal names.—

^o following a word implies that discretion may be used

^{*} The last initial to be placed first, followed by the others in round brackets.

CATALOGUING RULES

e.g. Anthony Hope as *Hope* (Anthony) pseud.

Jane Eyre as *Eyre* (Jane) fictitious name

John Bull as *Bull* (John) fictitious name

but *Tom Thumb* or *Father Christmas*, and generally *Charlotte Elizabeth*.

A pseudonym which is an ordinary vernacular description of a class of persons may be disregarded:—

e.g. 'Poems by a Lady', or 'by an M.A.': but *Oxoniensis* should be entered under that word, and so *Ape*, *Spy*, *Prig* (*the*), *Son of the soil* (*a*).

3. If the name of a writer occurs in a work but not on the titlepage, the work is also to be regarded for the purpose of headings as anonymous, except in the case of works without separate titlepage (*e.g.* magazine-articles).

When only the initials or unidentified pseudonym^o of an author occur on the titlepage of a book, it is also to be regarded for the purpose of headings as anonymous, and to come under the heading or headings required by rule 12.

If an author, though not named, is clearly described on the titlepage, the book is not to be regarded as anonymous. *E.g.* 'His Majesty', 'the vicar of Binsey', 'the Prime Minister' are such clear descriptions.

4. Books having more than one author are to be entered under the names of the first two, with cross-references from the rest. Books having more than one editor are generally to be entered under the

name of the one first mentioned in the title, with cross-references from the other editors.^o

5. Separate musical compositions, accompanied by words, are to be entered under the names of the authors and translators of the words (unless these are taken from the Bible or a public service-book) as well as under those of the authors and editors of the music. Works in which the portions in musical type are the predominant feature are relegated^o to the Music Catalogue, and the order of headings is reversed.

6. In the case of an academical thesis or dissertation issued before the nineteenth century, where a praeses is named, he is to be considered as the author, but an entry is also to be made under the respondent or defender, who in modern theses is always the author.

7. Reports of civil actions are to be entered under the names of the plaintiff and first defendant. Reports of Crown and criminal proceedings are to be entered under the name of the defendant. Admiralty proceedings relating to vessels are to be entered under the name of the vessel.

Collected reports of cases decided in courts of law should be entered under *Law reports*, in addition to other necessary headings. Sub-headings should be given for the names of the courts, or *general* for more than two courts. *E.g.*:—

Law reports—*general*

Law reports—*Exchequer* (*Court of*).

Cross-references may be given from striking catch-titles, such as '*English reports*'.

8. Biographies, bibliographies and criticisms of individuals or books, and histories of families are to be entered under the subjects of them, as well as under

the writers. This rule does not apply to sermons on Biblical persons, nor to funeral sermons, unless there is known to be critical or biographical matter.

Miscellaneous

Books are to be entered under

9. The titles of **collectaneous works and series** which have been referenced together, with all necessary cross-references from editors, &c. General or special cross-references should be given from publishers, when they appear in the title of a work, and, in the case of a series the volumes of which have been separately referenced, from the title of the series and from the general editor.

Ex. 1. General. Ward, Lock & co.

[For Ward, Lock & co.'s guide-books, see under the separate authors or subjects]

Ex. 2. Special. Pitman (sir Isaac)

[For 'Pitman's guide to the laws of licensing ...' see *Thatcher* (John Wells), 1912]

Ex. 3. (1) Heroes of the Reformation

[For the series 'The heroes of the Reformation', ed. by S. M. Jackson, see under the separate parts]

(2) Jackson (Samuel Macaulay)

In collectaneous works other than classical texts, the separate parts should in general not be catalogued, except that pieces of more than 30 pp. in 4^o size or 40 pp. in 8^o size should be considered for cataloguing on their merits and, if catalogued, ticked off in the list of contents.

10. The names of countries^o, cities^o, societies^o (see rule 35), corporate bodies, such as Methodists, &c., which cause their publication. Countries, cities and corporations with their subdivisions and departments are regarded as the authors of their bills, acts, laws, statutes and regulations. Some headings which should in strictness be under Great Britain (and Ireland), United Kingdom, and even British Empire, are dealt with under England; but English state departments are entered under their names (see below) with cross references from England. Acts, bills, &c., of the British Parliament, whether collected or separate, whether with or without commentaries, are to be placed under *Parliament—Acts and Bills*. But the occurrence of an act or acts in a volume does not by itself necessitate a separate heading. Official publications of a state department, when anonymous, should be entered under the department as author, in addition to any entry under a compiler or editor. Departmental committees should be entered under the department; commissions should form a sub-heading of the country or state. Some of the chief departments* are:—

Admiralty
Agriculture & Fisheries (Ministry of)
Civil Service
Colonial Office
Education (Board of)
Home Office
Indian Civil Service
Local Government Board
Ordnance Survey
Trade (Board of)
War Office

Foreign dissertations or commentaries on parts of codes need not be placed under the code.

* For other departments see separate list.

11. The titles of **periodicals**,* which are generally to be given in full, a cross-reference being given from any catch-title commonly used. Supplements with separate titles are to be entered under the heading of the periodical to which they belong, with cross-references from their own titles. Editors of periodicals are to have cross-references only. Periodicals which change their name are to be entered under the new name and the change is to be noted under both names. See also rule 57.

12. In the case of **anonymous works**, the heading is to be selected from the title in accordance with the following order of preference:—

(1) If relating solely or chiefly to a person, body of persons, place, institution, period of history, or historical fact, the name of which is given (or, in the case of persons, definitely described^o) in the title, the work should be entered under that name. See rule 20.

(2) Otherwise, if there be a proper name of a person, place, &c. (or an ordinary imitation of such a name) prominently mentioned in the title, that name (except when only indicating the limits of a period or space) should form at least one of the headings.

(3) Otherwise, the main heading should be the first words (or word) of the title, not an article or preposition^o. Where, however, the first words or word are not well adapted to form a distinctive heading, if there be

* A memorandum on the cataloguing of periodicals, publications of societies, institutions, &c. and government publications is kept by the assistant in charge of the Foreign Periodical Register.

some striking word or words in the title, the main heading should consist of the striking word or words, and a cross-reference be added^o from the first words or word. The main heading may either be a catch-title, or (in certain cases, see rule 66) a subject-heading. Sometimes non significant words become relatively important from the context. Three dots at the end of a heading may be used to indicate omitted words.

Titles of old romances and the like which are found in several languages should be given in the oldest language and form in common use, or in doubtful cases in English.

In cases of doubt and difficulty cross-references should be given to the heading selected, from other headings likely to be looked for, and a work should not have more than one main heading for the title and a second heading for the editor.

In the case of anonymous ballads a note may be added in square brackets, giving the first few words.

13. **Commentaries with the text**, editions of the text, and **translations** are to be entered (1) under the headings of the original work, and (2) under the name of the commentator, editor, or translator. **Commentaries without the text** are to be entered under the same headings, but in reverse order.

14. **Editions of the entire Bible**, with or without the Apocrypha, are to be entered under the word *Bible*: **editions of parts of the Bible**, under the words *Testament (Old)*, *Apocrypha*, *Testament (New)*, or lesser divisions such as *Pentateuch*, *Judges*, *Hagiographa*, *Prophets*, *Isaiah*, *Gospels*, *Paul (st.) the apostle*, *Epistles (General)*.

15. **The Talmud** (i. e. *Mishna with Gemara*)

and **Koran** (and parts of them) are to be entered under those words. The **Mishna** alone (and parts of it) is to be entered under that name.

16. The **sacred books of other religions** are to be entered under the names by which they are generally known.

17. **General liturgical works** are entered under *Liturgies*, with sub-headings. But individual liturgical books are to be entered under the names by which they are commonly known in England, such as *Prayer (Book of common)*, *Baptism (Order of)*, *Communion (Holy)*, &c.: *Breviary*, *Missal* (Missa being reserved for the Mass, not the Mass-book), *Horae*, *Euchologion*, *Synaxarion*, &c. **Collections of hymns** are to be entered under *Hymns* in addition to any other necessary heading.

18. **Catalogues*** are to be entered under the name of the compiler—also, as circumstances require, under the names of one or more of the institutions (see rule 35) or persons now or formerly owning the collection. Where desirable, there may be a further heading of, or cross-reference from, the name of the collection itself.

19. **Lexicons, grammars, reading-books, specimens of language, ancient**

* Auction catalogues of books or other property, where no owner is mentioned, have for the present no separate entry in the General Catalogue.

A memorandum on the treatment of both auction and booksellers' catalogues is kept by the Assistant in charge of them.

inscriptions (including ostraka), fragments* and alphabets are to be entered under the names of the languages to which they relate, as well as under the names of their compilers and editors. When a lexicon has two parts a double sub-heading should be employed, e.g. a French-Urdu lexicon in two parts should be under:—

(1) French — *lexicons* — *Fr.-Urdu and Urdu Fr.*

(2) Urdu — *lexicons* — *Fr.-Urdu and Urdu Fr.*

But no separate entry need be made of the language into which another is translated, nor of modern literary English, when that is one of the languages; e.g. an English-Italian dictionary should be entered under *Italian—lexicons—Eng.-Ital.* **Conversation-books** should be entered as **reading-books**.

20. A work written in reply to, or otherwise connected with, another is to have at least a cross-reference to it inserted under the first heading of the former work.

21. **Ephemeral literature** ('scraps'), such as advertisements, notices, fly-sheets, programmes and the like (which are usually preserved in volumes or boxes according to subject), unless of literary or other lasting value, is not to be entered in the General Catalogue. But volumes of miscellaneous papers relating to a particular subject, &c., may be entered under their subject.

In the case of literary pieces containing less than five pages of printed matter, the presumption is that they are not sufficiently valuable to be entered in the General Catalogue. But literary merit (e.g. Ballads), age, official or historical character (e.g. Proclamations) and even size, constitute claims for consideration.

22. **Books** of which the main text or body is in **non-European type** and languages are excluded from the General Catalogue: but if they have titles (or prefaces) in European type, they may be treated as exceptions to this rule.

Such excluded books are entered in the following special catalogues:—Sanskrit; Indian languages; Hindustani; Persian, Armenian, Turkish and dialects; Hebrew; Arabic; Semitic (excl. Hebrew and Arabic); Chinese, Japanese, Burmese, Siamese and dialects; Malay and Polynesian (incl. Javanese); Coptic and African languages.

2. Form of headings

Personal

23. **English noblemen and civil and ecclesiastical dignitaries** are to be entered under the family-name, a cross-reference from the title being made. With **foreign dignitaries** the same principle is to be preferred. See also rule 30.

24. **Ruling princes, members of the immediate families of sovereigns, and Popes** are to be entered under their forenames; their highest title to be added. See also rule 30.

25. **Companies and firms** with a corporate name are to be entered under their best-known title, beginning when possible with the first striking word (*generally* the first word not an article); but, when the title contains a full personal name or names, these are to be treated as such (with the limitation laid down in Rule 2), a cross-reference being at the

same time made from any title which may reasonably be looked for:—

e.g. John Brown & co., Ltd., to be under *Brown* (John) & co., Ltd.
William Whiteley, Ltd., to be under *Whiteley* (William), Ltd.

Master, Wardens and Commonalty of the Mystery or Art of Stationers, to be under *Stationers' Company*, with cross-references when needed.

26. **All persons generally known by a forename** are to be so entered. Up to A.D. 1400, and according to discretion up to A.D. 1500, the forename is preferable (with a cross-reference from the second name), especially when the second name is connected by *de*, or relates to a place or trade, or is a nickname. Discretion may be used with respect to well-known names and non-literary names.

27. **Biblical characters and persons canonized** are to be entered under the current English form of their name, with cross-reference^o from the Latin form.

28. **Correspondence** is to be entered under the names of all^o authors and the chief recipient^o mentioned on the titlepage, but discretion may be widely used. For instance, an open political letter need not be entered under its addressee.

29. **Married women, and other persons who have changed their names** are to be put under the last well-known name, with a cross-reference from other authorized names. Married women retain their own forenames prefixed by *mrs.*, *e.g.* *Wood (mrs. Ellen)* with a cross-reference from *Wood (mrs. Henry)*.

30. In the headings of titles the **names of**

authors, and subjects of biographies, &c., are to be given in full, and preferably in the vernacular, but when the forename is the heading, and it has an ordinary English equivalent, that equivalent should be used: except that authors who wrote chiefly in Greek or Latin should be entered under the Latin form, with cross references. Irish surnames are to be entered under the English form, with cross references from the transliterated Irish form. Discretion may be used with respect to well-known names and non literary names.

31. English and French surnames beginning with a prefix or prefixes are to be recorded under the first prefix, and surnames in other languages under the word following the last prefix—except that French names beginning with *de* or *d'* are to be entered under the word following *de* or *d'*.

E.g. De Morgan (William)
Musset (Alfred de)
La Fontaine (Jean de)
Du Bois (Guillaume)
Bissing (Friedrich von)

32. English compound surnames, connected by a hyphen, are to be entered under the first part of the names, with a cross reference from the last part: **foreign ones**, with or without hyphens, under the entire compound name, cross references being given in all instances.

33. With respect to Arabic and Hebrew and other Oriental names, the author is to be put under the first name, and in its English form if there be one, with all necessary cross references.

34. When an author has been known by more than one name cross references are to be inserted from the name or names not used as headings to the one used.

Miscellaneous

35. Societies, both British and foreign, other than universities, should be entered under their titles, with cross references from places, where necessary, and from well-known catch titles and former names.

The indexes to the publications of a society, as of all other institutions and also to periodicals, are to be entered under the same heading as the society, &c., with cross references *only* from their compilers. Societies' publications which have striking catch titles should have at least cross references from such catch titles.

Libraries, museums, galleries and generally other institutions should be entered under the places to which they belong, with sub-headings. Exception should be made in certain cases, e.g. the libraries of the Vatican and the British Museum should be entered under those titles.

Universities and schools should in general be entered under the places to which they belong, but institutions such as the Johns Hopkins university or Royal Holloway college, which are better known under titles, should be entered under them.

Churches should be entered under the places to which they belong, with sub-headings.

Clubs should be entered under their titles, with cross references from places.

36. Places are to be entered under the modern English form of their names, with a cross reference from any other well-known form (e.g. *Munich*, with cross references from *München* and *Monachium*). Where there is no modern English form the vernacular form is to be used with similar cross references. Where the English form is not well established, or is giving way to a vernacular form, the latter is to be preferred, with a cross reference (e.g. *Mainz* with cross reference from *Mayence*). **Regional atlases, maps, gazetteers,**

plans and directories (but not guide-books) are to be entered under their main subject as well as under their authors.*

37. In headings which do not consist of proper names the modern vernacular form of spelling is to be used (e.g. *Épître d'un pauvre*, not *Epistre d'ung pouvre*)—except where the variant form is practically a distinct word (as in the case of *Jests* and *Gestes*), or has been deliberately preferred by the author (e.g. *Fo'c's'le yarns* not *Forecastle yarns*). In all cases adequate cross-references are to be given. In the transliteration of Greek headings, *k*, not *c*, should be used to represent *κ*, and *kh* to represent *χ*; and *y* before *γ*, *κ*, or *χ* should be transliterated as *n*. Thus *Ῥηκανβῆς* should be transliterated as *Rhankabēs*. Exceptions should be made in the case of well-known names such as *Cebes*, *Chrysostom*, *Chrysoloras*. For modern Greek general cross-references have been made from B— to Mp—, from Sh— and Tzi— to Tz—, from V— to B—, and from Y— to Gi—.

3. Form of title-entries

38. The appearance and type of the title-page need not be imitated, and obsolete forms of type (such as *f*, *f*) and of contraction may be disregarded: but in the case of contracted forms written at length, letters not in the original should be underlined. *Ae*, *æ*, *oe*, *œ*, *i*, *j*, *u*, *v* and the like must be used in strict accordance with the usage of the book catalogued. The ampersand and '&c.' may be written as such. Capitals on a titlepage should be reduced to small letters, subject to

* With respect to atlases, maps, charts and the like there is a memorandum, kept in the Map Room, supplying further detail.

rule 40, but the cataloguer should be guided by the usage of the author in the text of the book under consideration, e.g. *BELOVV* (either *belovv* or *below*): *VNIUERSITIE* (either *vniuersitie* or *universitie*). When the type of an early book is not chiefly Roman the kind should be stated, as *ital.*, *bl. letter*, &c., in square brackets. Obvious errors are to be reproduced, with '*sic*'.^o

39. The punctuation of the titlepages should never be changed, but stops may be added when they are necessary for clearness.

40. In English, initial capitals are to be given to proper names of persons and personifications, places, societies, chief words of titles of periodicals, and noted events and periods which are commonly so indicated; to adjectives and other words derived from proper names, when they have direct reference to the person, place, &c., from which they are derived; and to the first word of every title of a work.

In other languages the use of capitals is to follow the local practice: but see also rule 1. In doubtful cases capitals are to be avoided.

41. The titles of works especially valuable for antiquity or rarity may be given in full, see rules 38 and 46-7.

42. The name of a single author is to be omitted from the title when it appears in full on the titlepage, and in similar form to the heading, and unless its absence will cause ambiguity.

Names of translators, commentators, editors, and preface-writers,^o if not on the titlepage, must be added in brackets.

43. Titles in foreign characters other than Greek and Irish must be transliterated. This does not apply to foreign words occurring within a title.

44. The languages in which a book is written are to be stated when there are more than one and the fact is not mentioned on the titlepage.

45. Single sermons are to have a note of the text added.

46. When a work is without a titlepage the contents are to be stated in the words of the cover, preceded by '[on cover:—]', or in those of the head title, preceded by '[at beginning:—]'; if there be no head-title, in those of the colophon, preceded by '[at end:—]'. This rule does not apply, however, to the cataloguing of collectaneous volumes which may be done from the table of contents, nor to the cataloguing of periodicals which seldom have titlepages. In the absence of head-title, &c., a short description, in English, of the contents (including the first words and any running head-line) may be substituted, enclosed in square brackets.

47. Other particulars are to be given after the title in the following order:—

- (1 or 2) The **edition** as specified on the titlepage or any page adjoining. If it is a limited edition this must be stated; and the form '[250 copies only pr.]' is to be preferred if given.
- (2 or 1) The **number of volumes** (if more than one) in Arabic figures, an alternative form, such as vol. 1(—4), being allowed.
- (3) The **place of publication**—followed by the **place of printing**, when different from that recorded as the place of publication, in round brackets.

Where these are given in the book itself its forms must be followed, but customary abbreviations may in all cases be used—e.g. Oxf., Lond., Edinb., Leipz., Lugd. Bat.

Books of the 15th cent., or printed and published in Great Britain or Ireland before 1651, or of special value or rarity, are to have the names of the publisher and printer added after the above entries respectively. The same is to apply to well-known publisher-editors (such as Aldus, Stephanus, Froben, Didot). Books published or printed by the Clarendon Press are to have the name of the Press added.

Where several places of publication (as distinct from sale-agency) or printing occur, only the first, followed by &c., is ordinarily to be given.

If a book is privately printed this is to be stated, either in the imprint or with the notes on the book, according to the usage of the work catalogued.

- (4) The **date**, as given in the book, in Arabic figures.

Both the place of publication and the date, if taken from any other part of the book than the imprint, must be enclosed in round brackets; if derived from an external source, in square brackets. If they cannot be ascertained, the abbreviations 'n. pl.' (no place) and 'n. d.' (no date) may be used; but an approximate date, e.g. '[c. 1800]', should be given if it is at all possible.

- (5) The **size**—in accordance with the following tables.
- (6) In the case of **Incunabula** the following details may be added—number of columns in a page and of lines in an ordinary column, register of signatures, and number of blank leaves.

Illustrations and the like may be mentioned.

Size-notation

48. The size of a book printed before 1801 is to be described in accordance with **Table I** if possible.

Other books are to be described in accordance with **Table II**.

49. The number of leaves in the gathering of a book, when not according with the description of size, is to be indicated in round brackets prefixed to the latter.

Examples. A book of ordinary folio dimensions, printed on **watermarked** folio leaves which are gathered mostly in sixes, but sometimes in fours and eights, is to be described as **(sixes &c.) fol.**

A book measuring 10½ in. × 13 in., printed on **unwatermarked** folio leaves gathered in eights, is to be described as **(eights) obl. 4°**.

If the book consists of but one gathering, **four, six, eight, &c.** are to be used instead of **fours, sixes, eights, &c.**

Modern books with one gathering only often have an odd number of leaves, one being pasted on to the gathering. In such cases the odd leaf should be passed over in the size-description. Thus an 8° book in one gathering of 24 + 1 ll. should be described as (twenty-four) 8°.

TABLE I
 Sizes, with variations

Chain-lines ¹ Watermark	Size ² Height of page	sheet folded ³
	<i>inches</i>	
down—in centre of leaf	atl. fol. over 28 la. fol. 18-28 fol. 12-18 sm. fol. under 12	(once) in 2
across—sideways in centre of leaf	*obl. fol. *as above	
across—in centre of back	la. 4° over 12 4° 9-12 sm. 4° under 9	(twice) in 4
down—in centre of top edge	*obl. 4° *as above	
down—thro' back, at top	la. 8° over 9 8° 7-9 sm. 8° under 7	(thrice) in 8
across—sideways thro' back, at top	*obl. 8° *as above	(do. or ½ sh. twice)
across—on fore edge, high or low	la. 12° over 7 12° 6-7 sm. 12° under 6	(4 times) in 12
down—thro' back, at centre	*sq. 12° *as above	(do. or ½ sh. thrice)
across—top right corner	la. 16° over 6 16° 5-6 sm. 16° under 5	(4 times) in 16
down—in centre of leaf	la. 18° over 6 18° 5-6 sm. 18° under 5	(5 times) in 18

* i.e. an obl. fol. over 18 in. would be *la. obl. fol.*—an obl. 4° under 9 in. *sm. obl. 4°*—an obl. 8° of 8 in. *obl. 8°*—a sq. 12° under 6 in. *sm. sq. 12°*.

CATALOGUING RULES

TABLE I (*continued*)

Sizes, with variations

Chain-lines ¹ Watermark	Size Height of page ²	Sheet ³ folded
across—thro' back, { at top down—in centre of { fore edge down—in centre, bottom or top	-la. 24 ^o over 5 24 ^o 4-5 sm. 24 ^o under 4 *sq. 24 ^o *as above	{ (5 times) in 24
down—on fore { edge, at foot	la. 32 ^o over 5 32 ^o 4-5 sm. 32 ^o under 4	{ (1/2 sh. 4 times) in 32

* See note on previous page.

Books on the line of height between two sizes are to be described as of the lower size. The linear measurements in col. 2 are those of the copy which is being catalogued.

The ordinary procedure is:—

1. Ascertain whether the paper is watermarked. This settles to which Table it is to be referred. If it is under Table I, then
2. Observe the direction of the chain-lines and the position of the watermarks. This, after a comparison of columns 1 and 2, practically settles the designation of size.
3. Observe the number of leaves in a gathering (see col. 3), in order to determine whether any addition is needed to the simple designation of size.

TABLE II

Narrow sizes (width of page < height)		Square sizes (width of page = height)		Oblong sizes (width of page > height)	
Size	Height of page	Size	Height of page	Size	Height of page
	<i>inches</i>		<i>inches</i>		<i>inches</i>
atl. fol.	over 28	sq. atl. fol.	over 28	obl. atl. fol.	over 28
la. fol.	18-28	la. sq. fol.	18-28	la. fol.	18-28
fol.	12-18	la. 4°	12-18	" fol.	12-18
la. 8°	9-12	4°	9-12	" 4°	9-12
8°	7-9	sm. 4°	7-9	" 8°	7-9
12°	6-7	sq. 12°	6-7	" 12°	6-7
16°	5-6	sm. sq. 12°	5-6	" 16°	5-6
24°†	4-5	sq. 24°	4-5	" 24°†	4-5
sm. 24°†	under 4	sm. sq. 24°†	under 4	sm. obl. 24°†	under 4

* Where the book is gathered in eighteens, 18° is to be used instead of 16°.

† Where the book is gathered in thirty-twos, 32° is to be used instead of 24°.

Books on the line of height between two sizes are to be described as of the lower size.

Miscellaneous

50. Title- and imprint-entries are to be as far as possible in the language of the title, but additions are to be in English, enclosed in square brackets.

51. Contents of volumes are to be given when expedient.

52. Notes, explanatory, or illustrative, or descriptive of bibliographical and other peculiarities, including imperfections, are to be added when necessary.

53. Among the abbreviations allowable in ordinary entries are:—*afterw.* (afterwards); *anon.* (anonymous); *ascr.* (ascribed); *attr.* (attributed); *Aufl.* (Auflage); *Ausg.* (Ausgabe); *Bd., Bde.* (Band, Bände); *br. s.* (broad side, i.e. sheet pr. on one side only); *ed.* (edition, edited, &c.); *engr.* (engraved); *fasc.* (fasciculus &c.); *fol.* (folio), *fol.* (folios, followed, following); *herausg.* (herausgegeben); *illustr.* (illustrated), *incl.* (including); *intr.* (introduction); *Lief.* (Lieferung); *M.S., MSS.* (manuscript, manuscripts); *p., pp.* (page, pages); *pr.* (printed); *pseud.* (pseudonym, pseudonymous); *pt.* (part); *publ.* (published); *repr.* (reprint, reprinted); *sig.* (signature); *s. sh.* (single sheet printed on both sides); *tom.* (tomus, tome); *tr.* (translated, translation, traduit, &c.); *vol.* (volume, volume); also *hp.*, *prof.*, *rec.*, and in an imprint *n. d.* (no date), *n. pl.* (no place). See also rule 47 (3). The numbers of editions, volumes, &c., are to be given in Arabic figures even when written in full in the book, e.g. huitième édition = 8^e éd.

54. Arabic figures are to be used rather than Roman; but Roman figures may be used after the names of ruling princes and popes, or to designate the number of a volume or chapter when followed by a page- or division-number in Arabic figures.

55. The general rule regulating the use of brackets is that round brackets include notes derived from the work itself, while square brackets include notes of which the matter or form is independent of the work.

56. Three dots (...) ordinarily indicate the omission of a word or words: a dash (—) before a second or other edition ordinarily indicates the omission of the preceding title, but following a volume no., or a year indicates all successive volumes or years.

When the Library possesses more than one copy of a work, the second, third, &c. are to be entered as '[another copy]' followed by the shelfmark in round brackets.

57. No periodicals are to be catalogued throughout except those on a small authorized list. A light pencil mark (v) should be made in the book at the head of each item catalogued, in the general list of contents.

4. Arrangement in the Catalogue

58. The order of alphabetization is to be that of the English alphabet, except that where I and U are consonants they are to be treated as J and V, and where J and V are vowels they are to be treated as I and U.

59. Modified vowels such as *ä, ö, ü* (not to be confused with a dieresis) are to be arranged as if written out in full, *ae, oe, ue*. So Swedish *ä* = *aa*, and Norwegian *ø* = *oe*. In Greek headings the order should be strictly in accordance with the transliteration see rule 37; *o* and *ö* should come together,

and also *e* and *ē*, the fact that the vowel is short or long making no difference in its arrangement.

60. M', M^c and Mc, and the prefixes s., st., ste., m., mme., mlle., messrs., mr., mrs., dr., &c., are to be regarded as if written in full, Mac, sanctus, saint, sainte, monsieur, madame, mademoiselle, messieurs, mister, mistress, doctor, &c., but elisions should be arranged as printed, e.g. don't as *dont*, flow'ring as *flowering*, &c. For the purposes of arrangement, dashes, asterisks, &c., are to be disregarded, e.g. :—

Of	{ D	Daae (dr. L.)
equal	{ D—	Day (John)
value	{ D**	D—b
	D. of P	D...gny
	D. (W.)	D—l
	D. C. L.	Dryden (John)
	D'A (Anna)	D***s (W.)

61. Headings composed of more than one separate word, e.g. New York, are not to be regarded for purposes of arrangement as a single word. Hyphenated words except personal names should be treated as one word.

The following examples may serve to illustrate the principles of arrangement in this rule and in rule 65 :—

Douglas, Isle of Man
 " Llandudno & Liverpool
 line, ltd.
 " family
 " ()bros. With cr. ref.
 from Douglas bros.
 Douglas (J.)
 " (J. & E.)
 " (J. A.)
 " (John)
 " (John) & co.
 " (John) & Son
 Douglas & Foulis (messrs.)

Douglas-Hamilton (Alexander)
 Douglas, Hungerford & Williams
 Douglas Jerrold's shilling maga-
 zine

Douglas Scott-Montagu (John)

How (a lens works).
 How (Thomas).
 How-Smith (James).
 Howard (John).

Histoire d'Assrie
 " de la bataille
 " de l'établissement
 " des conclaves
 " du clergé
 " d'un paysan

62. Sub-headings may be used under main divisions when necessary, and should be arranged alphabetically, unless some special arrangement has been made, the main sub-heading being repeated throughout to avoid ambiguity.

63. The principle of arrangement in the catalogue under each heading is **chronological**. In short articles the order is purely chronological, and in long articles which are provided with sub-headings the order is chronological under each sub-heading.

64. When the same word serves for several kinds of heading, the order of arrangement should be: (1) *Place*, (2) *Subject*, (3) *Person*, e. g.—

- | | | |
|-----|------------------------------------|-----------|
| | { Reading | (place) |
| (1) | { Reading— <i>University coll.</i> | |
| | { Reading <i>Mercury</i> . | |
| (2) | { Reading | (subject) |
| | { Reading book | |
| (3) | { Reading (John) | (person) |

In the case of similar place-names for county and city (e. g. York) the following order is the right one:—

1. County
2. Diocese
3. City (or town)

Under names of **places** sub-divisions are allowed to comprise departments of state (preferably in the vernacular), institutions, buildings, and the like, situated in the place. In the case of England (as a single word heading), however, the heading is confined to anonymous works, cross-references to departments, and the like, and all departments of state, commissions and similar bodies are under their titles (see rule 10).

65. A **surname without forename** or with prefix only is to precede the same surname with a forename: where the **initials only of the forenames** are given they are to precede fuller entries with the same initials (see rule 61).

In the case of a common forename such as *Henry*, followed by a description (see catalogue), the order should be alphabetical, having regard to the chief word, usually a place. Cross-references will remove ambiguity.

In the case of a common surname or common surname and forename, on the other hand, the order should be chronological by the earliest work of each writer.

A fictitious or pseudonymous name should follow a similar real name.

66. In a general series of **entries under a place-name, or subject-heading**, such as *Jews*, or a personal name not an author, the vernacular is given precedence of all languages except Hebrew, Greek, and Latin, and is followed by English, the others alphabetically.

67. The **works of an author**, and other books capable of similar treatment, are to be arranged in the following order, an index or

conspectus of the entire article being prefixed when expedient:—

(1) *General cross-references.*

- (2) *Collections of all the works of the author in the original language*, whether including or excluding fragments, and whether with or without translations or commentaries.

(a) *Dated editions* in chronological order.

- (b) *Editions without date and without conjecturally supplied date*; but if known to be of the 15th cent. they are to precede editions of the 16th.

New editions of a work by the same editor are, however, to succeed the first entry.

- (3) *Translations* (incl. paraphrases*), without the text, of collected works, in alphabetical order of languages (but Hebrew, Greek, Latin, English precede all others) and, subject to this, in chronological order. *Polyglot** editions are to precede all others.

- (4) *Commentaries*† (incl. in some cases paraphrases), without the text, on collected works, in chronological order. But Hebrew, Greek, Latin, English (only) are to precede all others. *Scholia* are to precede all other commentaries.

Miscellaneous, e.g. *dissertations, treatises*, &c., on collected works, in one chronological order.

- (5) *Selections from collected works* in chronological order. The editions of

the text are followed by translations, according to language, commentaries, according to language, miscellaneous, &c.

- (6) *Collections of two or more works of the author*, if they have no general title, in one chronological order. In some cases those which would in strictness fall under this division may be placed as if governed by the succeeding paragraph. The editions of the text are followed by translations, commentaries, miscellaneous, and selections.

- (7) *Separate works* or entire parts of a separate work, or collections of two or more works with a general title, in chronological order of the first issues of the works, followed by translations, commentaries, miscellaneous‡, and selections: in difficult cases an alphabetical or other special arrangement may be authorized. In ordinary cases a collection of letters should come last in this series. Doubtful or supposititious works should be included in this series, but the sub heading should be marked with an asterisk.

- (8) *Fragments of the author*: but when a work exists only in fragments it may be entered under preceding paragraphs of this rule.

- (9) (a) *Lexicons*, (b) *Indexes and concordances*.

- (10) *Miscellaneous*, e.g. *dissertations, treatises, imitations, letters to an author*, &c., which do not fall under

* i.e. more than two languages except when one is ordinary English.

† A commentary is a consideration of the text throughout, in the order of the text, and may be critical or explanatory.

‡ A work commenting on, or in reply to, another work not in the Library, should occupy the theoretical position of the original work.

preceding heads, in one chronological order

(11) *Biographies*, as no. 10.

(12) *Bibliographies*, as no. 10.

68 The principles of arrangement of language-headings are as follows:—

Lexicons. The ordinary order of languages should be observed (e.g. Hebrew, Greek, Latin, vernacular, English, others alphabetically), and each language group should be arranged chronologically.

Grammars, &c. These should be arranged chronologically throughout.

Dialects are placed at the end of each section (lexicons, grammars, &c.), and should follow one chronological arrangement throughout without regard to the names of the dialects, and without sub-headings for these names.*

* Exceptions may be made for certain of the larger language-headings (e.g. Greek, English, French, &c.).

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A black and white photograph showing a large, dense crowd of people, likely a group of students or a community gathering, standing in rows outdoors. The individuals are mostly young, and the crowd is packed closely together, filling the frame. The background is slightly out of focus, suggesting an outdoor setting with trees or a large open area.

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